



VACANCY ANNOUNCEMENT

Nurse Recruitment and Retention Center (NRRC)

Supervising Staff Nurse I

Salary: \$7,401.10 - \$10,782.00 Monthly

POSITION INFORMATION: This position supports LAC+USC Medical Center and DHS Nurse Recruitment and Retention Center's strategic goals, program plans and objectives. The Supervising Staff Nurse I actively participates in day-to-day recruitment activities and functions. Will work closely with the Nurse Recruitment and Retention Center staff. The Supervising Staff Nurse I for Nursing Recruitment and Retention Center reports directly to the area Recruitment Nurse Manager and reports programmatically to the Office of Nursing Affairs.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Performs the nursing qualifying selection process per County Code Title 5 Civil Service rules and DHR policies and procedures.
- Executes the nursing recruitment program per organizational needs, strategic plan and DHS mission.
- Conducts interviews, collaborates with area supervisors/managers, Office of Nursing Affairs and Human Resources to expedite onboarding processes.
- Tracks progress of candidates through the onboarding process and escalates issues appropriately to achieve timely resolution.
- Advertises or promotes available bonuses on benefits such as tuition reimbursement opportunities, sign on referral bonus, etc.
- Conducts outreach to local schools within Los Angeles County for purposes of onboarding students, recruiting new graduates; recommends changes to affiliation agreements.
- Travels to locations throughout Los Angeles County to accomplish nursing Recruitment and Retention activities.
- Plans, organizes and conducts presentations at nursing schools.
- Utilizes all available tools for reaching prospective candidates such as: social media, job fairs, nursing conferences, etc.

Workforce Management and Development:

- Monitors use of Registry and makes recommendations based on findings.
- Monitors vacancy rates, attrition patterns, conducts and analyzes exit interviews; reports results back to facility leadership and Office of Nursing Affairs.
- Reviews regulatory agency staffing models, both mandatory (legislative) and/or recommended best practices and communicates recommendations to facility leadership and Office of Nursing Affairs.
- Contributes to the development of policies and procedures to address training, accreditation requirements and regulatory standards.
- Ensures compliance with licensure, accreditation and regulatory standards; recommends changes as necessary.
- Participates in nursing and allied health committees.
- Establishes partnerships with facility leaders to assess staffing needs and facilitate expeditious screening and referral of candidates.
- Serves as subject matter expert for job analyses below the level of Supervising Clinic Nurse I/Supervising Staff Nurse I and contributes to nursing related examinations.

DESIRABLE QUALIFICATIONS:

- Excellent written/verbal communication, computer, and organizational skills
- Well-developed one-year recent experience working in an inpatient or outpatient medicine/medical-surgical area
- Ability to work independently with minimal supervision/oversight
- Effective critical thinking, decision making, and problem-solving skills
- Flexibility and willingness to adapt to changing situations and changes in flow

Candidates must currently hold a permanent County of Los Angeles payroll title of Supervising Staff Nurse I to be considered for a transfer or are reachable on a DHS certification list to be considered for a promotion or as a new hire. The most qualified candidates will be contacted for an interview. Interested candidates must submit a cover letter, resume, the last two performance evaluations, and time records for the last two years, to:

Nurse Recruitment and Retention Center
Inpatient Tower – Room C2C112
1200 North State Street, LA, CA 90033
Phone: (323) 409-4664
Fax: (323) 441-8039

Resumes will be accepted until the needs of the department are met.

****This is not a civil service examination****

04/30/18